- **Certificate password:** Enter the password used for protecting the private key associated with the selected certificate. Usually this is the key store password. If the key store password has already been entered in the Select Certificate dialog, the key store may already be unlocked and not require the password again.

  When using a smartcard, enter the PIN here. Some smartcard software will prompt you for the PIN again before signing.

- **Location**, **Contact information**, **Reason**: Optionally enter additional information about the digital signature that will be applied to the PDF. This information will be embedded in the appropriate PDF fields and will be visible to anyone viewing the PDF. Each or all of the three fields may be left blank.

- **Time Stamp Authority:** Optionally select a Time Stamping Authority (TSA) URL. During the PDF signing process, the TSA will be used to obtain a digitally signed timestamp that is then embedded in the signature. Anyone viewing the PDF can use this timestamp to verify when the document was signed.

  The list of TSA URLs that can be selected is maintained under **Tools > Options > LibreOffice > Security > TSAs**. If no TSA URL is selected (the default), the signature will not be timestamped, but will use the current time from your local computer.

Exporting to other formats

LibreOffice uses the term "export" for some file operations involving a change of file type. If you want to use another spreadsheet file format (for example, Microsoft Excel), use **File > Save As**. If you want to create web pages from your spreadsheet, use **File > Export**.

E-mailing spreadsheets

LibreOffice provides several ways to send documents quickly and easily as an e-mail attachment in OpenDocument format (LibreOffice default format), other spreadsheet formats, or as a PDF file. You can also email a document to several recipients. For more information, see the *Getting Started Guide*.

To send the spreadsheet as an email:

1) Go to **File > Send** on the Menu bar and select from the following options. LibreOffice opens your default e-mail program (if set) with the spreadsheet attached in the selected format.

   – *Email Document*: the spreadsheet is sent in its current format.

   – *E-mail as OpenDocument Spreadsheet*: the spreadsheet is sent in the ODF format (.ods).

   – *E-mail as Microsoft Excel*: the spreadsheet is sent in the Excel format (.xlsx).

   – *E-mail as PDF*: The PDF Options dialog opens. Select the parameters to be used for the PDF file. See "Controlling PDF content and quality" on page 236.

2) In your e-mail program, enter the recipient, subject, and any text you want to add, then send the e-mail.

Digital signing of documents

To sign a document digitally, you need a personal key, also known as a certificate. A personal key is stored on your computer as a combination of a private key, which must be kept secret, and a public key, which you add to your documents when you sign them. You can get a certificate from a certification authority, which may be a private company or a governmental institution.